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ARIZONA CORPORATION COMMISSION

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GENERAL FILING INSTRUCTIONS
FOR
ARTICLES OF AMENDMENT TO A LIMITED LIABILITY COMPANY'S
ARTICLES OF ORGANIZATION
(Pursuant to A.R.S. § 29-633)

ALL LIMITED LIABILITY COMPANIES AMENDING THEIR ARTICLES OF ORGANIZATION MUST COMPLY WITH THE FOLLOWING:

1. Deliver two (2) or more exact copies of the signed original Articles of Amendment to the Commission. Your filed copy will be returned to you when all requirements have been satisfied. Notarization is not required.
2. ARS§ 29-608 requires that changes to limited liability companies be executed by a member/manager of the LLC, whose file is to be changed. The amendment must be executed by a manager if management of the limited liability company is vested in a manager, or by a member if management is reserved to the members.
3. If you are changing the name of the limited liability company, make sure to check the availability of the name by using the preliminary name search instructions on our website at www.cc.state.az.us/corp/filings/namingpolicy.htm. The name may be reserved for 120 days for a fee of \$10.00.
4. **Pay the required (U.S.) fees.** Please make check payable to the Arizona Corporation Commission. **Expedited service is available for an additional \$35.00 fee.**

	Regular	Expedited
Articles of Amendment	\$25.00	\$60.00

5. **AFTER FILING THE ARTICLES OF AMENDMENTS MUST BE PUBLISHED. Within sixty (60) days after filing with the Commission, an approved copy of the Articles of Amendments must be published in a newspaper of general circulation in the county of the known place of business in Arizona. They must be published for three (3) consecutive publications. A list of acceptable newspapers in each county will accompany the approval letter and is posted on the Commission web site at www.cc.state.az.us/corp. Within ninety (90) days after filing, an Affidavit evidencing the publication must be filed with the Commission. NOTE: Publication is not required if amendments to the articles of organization are made solely in relation to changes in managers or members of the limited liability company.**
A.R.S. 29-633(F)

**ARTICLES OF AMENDMENT
OF
DOMESTIC LIMITED LIABILITY COMPANY FILING CHECKLIST**

Articles of Amendment

- ☐ Indicate the current exact name of the limited liability company.
- ☐ Indicate the date the initial articles of organization were filed in the office of the Corporation Commission.
- ☐ Indicate the Article(s) that has been amended, and the text of the Amendment or attach as an Exhibit the text of the amended articles.
- ☐ The amendment must be executed by a manager if management of the limited liability company is vested in a manager or by a member if management is reserved to the members.

Fees

- ☐ Attach check for filing fee. \$25.00 additional \$35.00 for expedited services. Make check payable to the Arizona Corporation Commission and it must be dated and signed.

Publication

- ☐ Within sixty (60) days of filing, an approved copy of the Articles of Amendments or restated Articles of Organization must be published in a newspaper of general circulation in the county of the known place of business in Arizona for three (3) consecutive publications. A list of acceptable newspapers in each county will accompany the approval letter and is posted on the Commission web site at www.cc.state.az.us/corp. An affidavit evidencing publication shall be filed within ninety (90) days after filing of the articles of amendment. **NOTE: Publication is not required if amendments to the Articles of Organization are made solely in relation to changes in managers or members of the limited liability company.**

ARTICLES OF AMENDMENT

1. The name of the limited liability company is:
_____.
2. The Articles of Organization were originally filed with the Arizona Corporation Commission on the _____ day of _____, _____.
3. Attached hereto as Exhibit A is the text of the amendment.

Dated this _____ day of _____, _____.

Signature: _____

Print Name: _____

[Check One: ☐ Member ☐ Manager]

DO NOT PUBLISH THIS SECTION

The amendment must be executed by a manager if management of the limited liability company is vested in a manager, or by a member if management is reserved to the members.